**February 07, 2025**

**PCOL ROBERTO C DOMINGO**Chief of Police, Muntinlupa City Police Station  
Centennial Avenue, Barangay Tunasan  
Muntinlupa City

**THRU:** **PCPT MARLON Q ABELLA**Chief, Administrative and Resource  
Management Section

**Dear PCOL DOMINGO,**

Greetings for Peace!

This pertains to the On-the-Job Training (OJT) program for BSIT and BSCS students at the College of Information Technology & Computer Studies (CITCS), Pamantasan ng Lungsod ng Muntinlupa, University Road, Barangay Poblacion, Muntinlupa City, for the 2nd Semester of AY 2024-2025.

In line with CHED standards, the students' On-the-Job Training and Community Immersion must be IT-related. The training and immersion are scheduled from 8:00 AM to 6:00 PM to complete the required five hundred (500) OJT hours.

In this regard, we kindly request your good office to accommodate our BSIT and BSCS interns under your able supervision, mentorship, and guidance. Following the policies of the Muntinlupa City Police Station, and upon your approval, these IT and CS interns will be officially deployed on February 12, 2025, at 9:00 AM at the Muntinlupa City Police Station.

If you have any inquiries regarding this practicum/internship, please contact the undersigned at 09667517567. We would also appreciate any comments or suggestions regarding the program's adherence to requirements, particularly in terms of program outcomes such as moral/ethical values and discipline.

We sincerely hope for your positive response to this request, as your support will play a vital role in helping our IT and CS interns become globally competitive and develop a strong foundation in service excellence.

**Respectfully yours,**

**ROCLYN B. YAMSON, MIT**CITCS,OJT Coordinator

**Ms. KAYCEE R. MENDEZ, LPT, MIT**Chairperson, BSIT Program

**ASSOC. PROF. ALAIN J. ANUEVO, MIT**

Dean, College of Information

Technology & Computer Studies(CITCS)

Student List :

21135948 - Cabral Karl Anthony C.

21136921 - Aratan, Mark Clemence A.

21135942 - Cantos, John Rick C.

21135947 - Capoquian, Kyle Vannes L.

21135746 - Flores, Christian T.

21136681 - Lopena, Nicole Angel B.

21136627 - Matilla, Carl Andrei D.

21137644 - Tapalla, John Harven M.